

Section J, Attachment B

REPORTING REQUIREMENTS CHECKLIST

Planning and Reporting Requirements	Frequency	Distribution*
Weekly Activity Report	Every Wednesday	B
Quarterly Employment Report	Quarterly	B, C
Payroll and Residence Statistics	Annual	B, C
Safety Plan (Worker Protection Program) DOE G 440.1-1B & 10 CFR 851	Annual (or with significant change)	A, B
Environment, Safety, and Health Report. <i>DOE O 231.1B</i>	Quarterly	B
Facility Information Management System Data (For assets listed in the ORO FIMS Database**): Actual Maintenance Deferred Maintenance Required Maintenance Operating Cost (Snow Removal)	Sept. 1 July 1 Sept. 1 Sept. 1	B
Fuel Usage Reporting – Provide input to annual fuel usage reporting requirements as needed.	Oct. 1	B
Maintenance and Usage Status Report	Monthly	B
Roads Inspection Report	Monthly	B
Government Property List and Materials Listing	Annual	A,B
SARA Title III	Annual (March 1)	B
TOSHA Chemical Inventory	Annual (Jan. 31)	B
Fuel Storage Tank Permits	Annual (Feb. 1)	B

WEEKLY ACTIVITY REPORT

The *Weekly Activity Report* is a summary by task title on the SOW on what the contract accomplished the week prior.

PAYROLL AND RESIDENCE STATISTICS (annually – end of calendar year)

The *Payroll and Residence Report* summarizes the number of employees, the county of residence, and the total payroll.

SAFETY PLAN (once after award and received annually or with significant change).

The *Safety Plan* documents the Contractor's procedures for handling any known safety issues. The plan is routinely updated to address additional safety issues. The reference for the Safety Plan is 10 CFR 851 and includes the following topical areas:

- Worker Protection Program
- Hazard Prevention/Abatement Process
- Fire Protection Program
- Motor Vehicle Safety Program
- Pressure Safety Policies & Procedures
- S/CI – Suspect and Counterfeit Items Controls
- Lessons Learned and Trend Analysis Feedback

*A - Contract Specialist; B - Contracting Officer's Representative;

C - Contractor Human Resources Group (AD-441)

** See Section J – Attachment E FIMS asset list